

Sample Written Injury and Illness Prevention Program (IIPP) for Construction

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information. In addition, you must complete the tables, including addition of more table cells as needed.

Every California employer must establish, implement, and maintain a written IIPP, and must maintain a copy at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing, and maintaining an effective written IIPP are contained in Title 8, California Code of Regulations (T8CCR), sections 1509 and 3203 and consist of the following elements:

1. Person(s) Responsible for Implementation
2. Ensuring Employee Compliance
3. Communication with Employees
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. Employee access to the IIPP
9. Recordkeeping

This model program template has been prepared for use by an employer with employees engaged in construction activities as defined in Title 8, CCR [section 1502\(a\)](#). Given the broad spectrum of construction sites, it may not match your exact needs. However, it does provide the essential framework and starting point for a written IIPP.

You are not required to use this sample program, but if you do, the company IIPP administrator with the necessary authority and responsibility should:

- Review the requirements for each of the program elements, with reference to T8CCR, sections [1509](#) and [3203](#).
- Determine how all the elements will be effectively implemented in your workplace, including employees from a temporary service provider or union hall.
- Review [Cal/OSHA Policy & Procedures](#) C-1C (Multi-Employer Worksite Inspections) and C-1D (Dual-Employer Inspections) to ensure the IIPP adequately addresses management of employee safety and health at construction sites that involve more than one employer.
- Fill in the appropriate blanks and check the boxes for the items that are applicable to your workplace.
- Review the Cal/OSHA publication [Guide to Developing Your Workplace Injury & Illness Prevention Program](#) and [Cal/OSHA Pocket Guide for the Construction Industry](#) for additional guidance.

Using this sample program will not guarantee regulatory compliance, but it should save you some time in developing your own program. It is important that you customize and maintain it to effectively meet your jobsite needs.



Cal/OSHA Publications Unit
July 2023

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Injury and Illness Prevention Program (IIPP) for [Type name of company]

Date: [Type the date of last review]

This IIPP is applicable to all employees under [name of company] supervision, including employees provided by temporary or staffing agencies, other labor contractors, or union halls.

RESPONSIBILITY

The IIPP administrator, [Type name and title] has the authority and responsibility for effectively implementing the provisions of this program for [Type name of company]. This includes ensuring periodic reviews—with employee input—to effectively maintain the IIPP at all our construction sites.

Responsibility is delegated to all superintendents and lead personnel for implementing and maintaining the IIPP at their jobsites and for answering worker questions about it. A free copy of this IIPP is available from [Type name of individual or location].

[Type name or title] is responsible for ensuring that:

- Any trades that we subcontract work to provide a copy of their IIPP and other applicable health and safety programs to us prior to beginning work at any of our jobsites.
- Our IIPP and applicable written safety and health programs are provided to the general contractor at jobsites where we function as a subcontractor.

COMPLIANCE

Supervision is responsible for ensuring that all safety and health policies and procedures are clearly communicated to and understood by all employees under our supervision. Superintendents and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment [Customize this list to your workplace compliance system and include the protocols to be implemented for employees provided by staffing agencies, other labor contractors, or union halls]:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices by [Describe your workplace employee recognition procedures].
- Providing training and re-training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices by [Outline your workplace disciplinary procedures].
- Other: [Describe any other method of ensuring compliance].

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way safety and health information in a form that is readily understandable to all affected personnel [Customize this list to your workplace communication system]:

- New worker orientation that includes a discussion of construction site-specific health and safety policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Worksite-specific safety and health training.

- Supervisory employee meetings with management every [Specify frequency] to discuss safety and health problems and accidents that have occurred.
- Toolbox/tailgate meetings held at least every 10 working days. [Discuss measures taken to ensure the supervisory employees that conduct these meetings can effectively do so. Consider resources such as [elcosh](#), [Cal/OSHA](#), and the [Labor Occupational Health Program](#) for topics and how to conduct effective meetings.]
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information by [Describe how and where information will be posted].
- A system for workers to anonymously inform supervision about workplace hazards. This is to be accomplished by [Describe how].
- Adoption of site-specific codes of safe practices. [Discuss how they will be customized to jobsite needs, and if they will be posted and/or provided to each supervisory employee who will have them readily available.]
- Other: [Describe any other method of communication used].

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards will be performed according to the following schedule [Customize this list to your workplace hazard assessment system]:

- At least weekly, or more frequently at the superintendent's discretion, depending on conditions and activities.
- Additional daily checks will be made as needed at the beginning of the day's work.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When we hire and/or reassign workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.
- Other: [Describe any other instance when hazard assessment inspections will be conducted.]
- [Consider the use of Job Hazard Analysis (JHA) and Task Hazard Analysis (THA) that:
 - Proactively identify hazards and controls that can be anticipated for a particular worksite.
 - Provide site-specific communication and control measures for hazards such as heat stress, airborne silica, wildfire smoke, excavations, etc.]

Periodic inspections will be conducted using applicable sections of the attached *Hazard Assessment Checklist* and any other effective methods we elect to use to identify, evaluate, and track workplace hazards, including our *Hazard Tracking and Correction Record*. Those conducting the inspections will be trained on how to use the checklist and properly identify work site hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures, and near-miss incidents will be done by the superintendent, lead, and employee affected and will include [Customize this list to your workplace accident/exposure investigation system]:

- Visiting the scene as soon as possible.
- Interviewing affected workers and witnesses, with the goal of fact-finding, not fault-finding.
- Examining the workplace for factors associated with the accident/exposure/near-miss incident.
- Determining the causes of the accident/exposure/near-miss incident.

- Taking corrective action to prevent the accident/exposure/near-miss incident from reoccurring.
- Recording the findings and corrective actions taken on our *Accident/Exposure and Near Miss Incident Investigation Report*.
- Other: **[Enter any other accident or exposure investigation steps]**.

Superintendents will receive training on how these investigations should be effectively done.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures are to be immediately brought to the attention of the superintendent, lead personnel and affected employees and will be corrected in a timely manner, based on the severity of the hazards and according to the following procedures **[Customize this list to your workplace hazard correction system]**:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. If a piece of equipment is hazardous, it will be removed from service and identified as defective. Workers necessary to correct the hazardous condition will be provided with the necessary protection.
- All such actions taken and dates they are completed will be documented on our *Safety and Health Hazard Tracking and Correction Record*.
- Other: **[Describe any other instance when hazards will be corrected]**.

TRAINING AND INSTRUCTION

All workers, supervisors, and lead personnel will be trained and instructed on general and job-specific safety and health practices. Training and instruction will be provided as follows **[Customize this to your workplace training system]**:

- When our IIPP is first established.
- To all new and temporary workers.
- To all workers given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
- Whenever we become aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.
- Other: **[Describe any other instance when training is provided]**.

This training will include, but not be limited to:

- Explanation of:
 - Our IIPP.
 - Emergency action plan.
 - Fire prevention plan.
 - Heat Illness Prevention Plan (HIPP)
 - Measures for reporting any unsafe conditions, work practices, and injuries.
 - When additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed, and other hazard communication program information.

- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Other: [Type any other training topic].

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

EMPLOYEE ACCESS TO THE IIPP

Our employees—or their designated representatives—have the right to examine and receive a copy of our IIPP. This will be accomplished by [Describe how this will be accomplished using either, or both, of the following two methods:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Also describe how we will communicate the right and procedure to access the Program to all employees.]

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than one year).

RECORDKEEPING

We keep the following records to document steps we have taken to implement and maintain our IIPP [Customize this list to your actual workplace recordkeeping system used]:

- Records of hazard assessment inspections, including the person conducting the inspection, the unsafe conditions and work practices that were identified, and the action taken to correct the identified unsafe conditions and work practices, are recorded on our:
 - o *Safety and Health Hazard Assessment Checklist.*
 - o *Safety and Health Hazard Tracking and Correction Record.*
 - o *Accident/Exposure and Near-miss Incident Investigation Report.*
- Documentation of safety and health training for each worker, including the worker’s name or other identifier, training dates, type of training, and training providers, are recorded on our *Worker Training and Instruction*

Record.

- Other: [Enter any other recordkeeping steps].

Inspection records and training documentation will be maintained for at least one year, except for training records of employees who have worked for less than one year, which are provided to the worker upon termination of employment. These records are to be maintained by [Type name of individual or department].

[Type Title of owner or top management representative formally approving the program.]

CODE OF SAFE WORK PRACTICES

Superintendents are responsible for ensuring that these Code of Safe Work Practices is customized to address jobsite-specific conditions.

General

- All persons will follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman/superintendent.
- Supervisors/lead will insist that employees observe and obey all applicable company, state, or federal regulations, orders, and rules necessary for the safe conduct of the work and act as necessary to obtain compliance.
- All employees will be given frequent accident prevention instruction at least every 10 working days.
- Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform assigned duties, will not be allowed on the job while in that condition.
- Horseplay or other acts that tend to adversely influence the safety or well-being of the employees is prohibited.
- Work will be well planned and supervised to prevent injuries in the handling of materials and working together with equipment.
- No employees will knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- Employees will not enter manholes, underground vaults, chambers, tanks, silos, or other similar places unless it has been determined that it is safe to enter.
- Employees must ensure that all guards and other protective devices are in proper places and adjusted, and must report deficiencies promptly to the foreman or superintendent.
- Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.
- Workers will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman or superintendent.
- All injuries must be reported promptly to the foreman or superintendent so arrangements can be made for medical or first aid treatment.
- When lifting heavy objects, the large muscles of the leg must be used instead of the smaller muscles of the back. Where feasible, material handling equipment will be used, along with "buddy" team-lifting.
- Inappropriate footwear or shoes with low-friction soles must not be worn.
- Materials, tools, or other objects will not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- All personal protective equipment must be worn and maintained as required at the workplace.
- Gasoline must not be used for cleaning purposes.
- Burning, welding, or other source of ignition must not be applied to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
- Supervisors or competent persons will make regular inspections of all excavations, forms, scaffolds, stairs, ladders, structures, machinery, and equipment as required.
- [Describe any other safety rules used].

Use of Tools & Equipment

- All tools and equipment must be maintained in good condition.
- Damaged or otherwise unsafe tools or equipment must be removed from service and tagged as “DEFECTIVE.”
- Pipe or Stillson wrenches will not be used as a substitute for other wrenches.
- Only appropriate tools will be used for the job.
- Wrenches will not be altered by the addition of handle-extensions or “cheaters.”
- Files will be equipped with handles and not used to punch or pry.
- Screwdrivers will not be used as chisels.
- Wheelbarrows will not be pushed with handles in an upright position.
- Portable electric tools will not be lifted or lowered by means of the power cord.
- Electric cords will not be exposed to damage from vehicles, mobile equipment, and sharp objects.
- Portable power tools will be supported in locations where use is difficult.
- [Describe any other safety rule for using tools and equipment].

Machinery and Vehicles

- Only authorized persons are allowed to operate machinery or equipment.
- Where required, authorized persons will be trained and/or evaluated on the safe operation of the machinery or equipment to be utilized (elevated work platforms and aerial devices, industrial trucks or forklifts, cranes, and derricks, etc.)
- Loose or frayed clothing, long hair, dangling ties, or finger rings must not be worn around moving machinery or other places where they may become entangled.
- Machinery and equipment will not be serviced, repaired, or adjusted while in operation. Oiling of moving parts is prohibited except on equipment that is designed or fitted with safeguards to protect the person performing the work. Where required, and/or otherwise appropriate, lock-out/tag-out procedures will be used. Only an authorized employee or person is allowed to perform lock-out/tag-out procedures in accordance with our written machine specific procedures. [Customize your plan to include or refer to written, machine specific procedures per the requirements of Title 8, California Code of Regulations, section 3314.]
- Employees will not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
- Air hoses will not be disconnected at compressors until they have been bled.
- All excavations will be visually inspected before backfilling, to ensure that it is safe to backfill.
- Excavating equipment will not be operated near tops of cuts, banks, and cliffs if employees are working below.
- Tractors, bulldozers, scrapers, and carryalls will not be operated where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
- When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction that will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.
- Interlocks and guards on equipment must not be removed or defeated.
- Employees must operate and maintain machinery in accordance with the manufacturers’ instructions.
- [Describe any other safety rule for using machinery and vehicles].

Electrical

- Frayed electrical wiring and damaged plugs must not be used.
- Electrical plugs and connections must not be altered.
- Employees must not work on energized equipment or systems unless the supervisor has determined that such work is to be done. Work on energized equipment and systems must be done using necessary safety precautions and according to training provided.
- Only Qualified Persons, as defined by Cal/OSHA or as designated by employer, are permitted to work on electrical equipment or systems.
- [Describe any other electrical safety rule].

Hazardous Material Exposures

- The Safety Data Sheets for all hazardous chemicals used on the job site will be readily available.
- Eye and skin protection will be used whenever there is the risk of exposure to corrosive or irritating substances or substances that can be absorbed through the skin.
- Container labels must not be defaced. Illegible labels must be replaced.
- Employees must cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources. Solvents must not be used to clean hands or skin.
- [Describe any other safety rule for hazardous material use].

Housekeeping

- Form and scrap lumber with protruding nails and all other debris must be kept reasonably cleared from work areas, passageways, and stairs in and around buildings or other structures.
- Material storage areas and walkways on the construction site must be maintained reasonably free of dangerous depressions, obstructions, and debris.
- Waste, materials, or tools must not be thrown from buildings or structures to areas where employee(s) may be located, unless the area where the material falls is guarded by fences, barricades, or other methods/means to prevent employee(s) from entering and being struck by falling objects. Signs shall be posted to warn employees of the hazard.
- [Describe any other safety rule regarding housekeeping].

Ladders and Scaffolding

- Employees carrying loads should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous.
- Work will be so arranged that employees are able to face ladder and use both hands while climbing.
- Any damage to scaffolds, falsework, or other supporting structures must be immediately reported to the foreman and repaired before use.
- Ladders must be placed on a stable foundation and secured from displacement.
- Step ladders must not be used as lean-to ladders.
- Employees must climb or work with the body near the middle of the step or rung and not overreach from this position.
- When necessary to avoid overreaching, the employee will descend and reposition the ladder.
- When it is not practical to work with the body near the middle of the step or rung, the ladder must be secured to the top support, and the employee protected by a personal fall protection system.

- Employees must not carry equipment or materials that prevent the safe use of ladders.
- When ascending or descending a ladder, the user must face the ladder and maintain contact with the ladder at three points (meaning two feet and one hand, or two hands and one foot) always.
- Ladders that have defects must be withdrawn from service for repair or destruction and tagged or marked with "Dangerous, Do Not Use."
- [Describe any other safety rule for ladders and scaffolds].

Lockout/Blockout

- Site lockout/blockout procedures must be followed any time there is work on equipment that poses potential exposure to electrical or stored energy.
- [Describe any other safety rule related to lockout/blockout].

Fall Protection

[Cal/OSHA has issued a **Safety & Health Fact Sheet** which may be reviewed in determining which safety orders apply to operations your company conducts for the purpose of customizing your Plan].

- When applicable, accident prevention instructions shall also include specific instruction on the safe use, care, and maintenance of fall protection equipment (i.e., fall restraint and fall arrest systems, positioning device systems, safety nets, guardrails, etc.) used at the jobsite.
- Where required by Title 8, California Code of Regulations, use of fall protection is mandatory.
- [Describe any other safety rule related to fall protection].

Blasting Operations

- Cases that have contained explosives must be destroyed by burning out-of-doors. Do not burn in a stove or furnace.
- Shoes with nails or metal plates must not be worn in magazines or near explosives.
- Blasting caps must only be carried in approved containers.
- The least amount of proper strength explosive that will do the job effectively will be used.
- Detonators and primers must be separated from the explosives until it is necessary to bring them together in preparing for the blast.
- Holes loaded during a shift should be fired during that shift.
- The operations of loading and firing should be carried out with as few workers as possible.
- Drill holes must be blown out and made ready before explosives are brought to the site.
- In tamping explosives, steady, even pressure should be used.
- For electric blasting, the following will apply:
 - Tight electrical connections.
 - No short circuits or breaks in the wires.
 - Enough current to fire all shots.
 - A strong, properly-applied force when using a blasting machine operated by physical effort.
 - Care not to damage the insulation of wires when tamping charges.
- If misfires occur, the licensed blaster must be contacted.
- [Describe any other safety rule related to blasting operations].

Roofing Operations

- Knotted hand lines should not be used.
- Roofers tending kettles, or carrying buckets of hot tar, must wear gloves that fit snugly at the wrists, and long-sleeved shirts fastened at the wrists.
- At no time should a roofer, while handling or exposed to injury from hot tar, work without a shirt or appropriate footwear.
- Appropriate portable fire extinguishers must be kept at or near the kettle, attached, if practicable, to the tongue of the kettle, away from the danger zone.
- Kettle covers should be equipped with a handle that projects at least fourteen inches (14") away from the surface of the cover or lid.
- Kettle covers must be closed and latched when in transit and the kettle should be slop-proof when cover is closed.
- When parked, means must be provided to prevent inadvertent movement of the kettle.
- Ladders should be used with great caution, and roof gutters should not be depended upon for support.
- Workers handling buckets of hot tar should not carry anything that will interfere with the safety of this operation.
- The gallows frame must be securely anchored before hoisting materials.
- Only muscle power will be used to hoist materials by means of a gallows frame. Use of a winch or power hoist is prohibited.
- [Describe any other safety rule related to roofing operations]

HAZARD ASSESSMENT CHECKLIST

[The State Compensation Insurance Fund has developed a series of **Hazard Checklists** that can be used as a starting point when developing your own jobsite-specific hazard checklists. Also consider using the SAFETY AND HEALTH HAZARD ASSESSMENT TRACKING AND CORRECTION RECORD to document why (root cause) the more serious hazards existed, who is responsible for correction, and timely follow-through to correction.]

SAFETY AND HEALTH HAZARD ASSESSMENT TRACKING AND CORRECTION RECORD

Date of inspection or date hazard was identified:
Person that identified the hazard:
Unsafe condition or work practice:
Why did unsafe condition or work practice exist? [Consider using the State Compensation Insurance Fund Root Cause Analysis Worksheet.]
Person tasked to correct the problem:
Correction due date:
Date corrected:
Corrective action taken:

ACCIDENT/EXPOSURE AND NEAR-MISS INCIDENT INVESTIGATION REPORT
[Use the **Cal/OSHA Form 301** and **instructions**, or any other form that addresses the same information]

Cal/OSHA Form 301

Injury and Illness Incident Report

Appendix C

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.
See [CCR Title 8 14300.29\(b\)\(6\)-\(10\)](#)



Department of Industrial Relations
Division of Occupational Safety & Health

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with *Log of Work-Related Injuries and Illnesses* and the accompanying *Annual Summary*, these forms help the employer and Cal/OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the instructions and information asked for on this form.

According to CCR Title 8 Section 14300.33 Cal/OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Information about the employee

- 1) Full name _____
- 2) Street _____
- City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) ☐ Male
☐ Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
- Facility _____
- Street _____
- City _____ State _____ ZIP _____
- 8) Was employee treated in an emergency room?
☐ Yes
☐ No
- 9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work _____ AM / PM
- 13) Time of event _____ AM / PM ☐ Check if time cannot be determined
- 14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) What happened? Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) What object or substance directly harmed the employee? *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*
- 18) If the employee died, when did death occur? Date of death ____/____/____

Completed by _____
Title _____
Phone (____) _____-_____ Date ____/____/____

WORKER TRAINING AND INSTRUCTION RECORD

Date: _____ Location: _____ Trainer: _____

Training Subject Details: _____

Method of Training Verbal _____ Video _____
 Audio _____ Other _____

[illegible]